



**EASA CAPACITY BUILDING**

**ETF/EASA  
REFERENCE HANDBOOK**





*The text in this document is provisional due to the transition phase between Regulation (EC) No 216/2008 – Basic Regulation pre September 2018 and Regulation (EC) No 2018/1139 – New Basic Regulation post September 2018. The information contained within this document has been sourced from current information available and is being regularly updated during this transition phase.*



With the support of the  
European Commission

## FOREWORD

The ETF strategy is to be involved at the highest possible level within EASA to influence the opinion and outcome of stakeholders at the relevant EASA meetings, so that the rules and regulations reflect the opinion of the ETF members. Our mission is to ensure that the rules and regulations are representative of our views protecting members' safety and interests and to ensure these regulations are not driven by commercial interests.

To achieve this aim, the ETF should strengthen our lobbying efforts and visibility through a coordinated approach.

The role of our representatives is to consolidate our networks and be pro-active ensuring the views of the ETF are taken into consideration.

ETF have developed for many years and will carry on developing our team work, it is best to speak with one voice inside the EASA structure. Finally, effort should be made to have a better communication plan to accompany our activities.

This handbook is part of our goals and objectives in achieving our ETF strategy as the information is the prerequisite to influence the Regulations and the Decisions on safety taken by the EU decision-makers.

Indeed, the purpose of this ETF/EASA reference handbook is to provide ETF affiliates with information about EASA, its structure, Rule Making Process and Procedures and the involvement of Stakeholders, for example ETF.

I would like to thank Nikki Jones who produced this reference document for ETF. I am sure you will find this handbook informative and useful towards enabling a better understanding of EASA. Every effort will be made to keep this document up-to-date.

Have a very fruitful conference.

A handwritten signature in black ink, reading "François Ballestero". The signature is written in a cursive style and is enclosed within a hand-drawn oval shape.

François Ballestero

ETF Political Secretary

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## 1 Remit and Responsibilities of EASA

EASA is an Agency of the European Union. As an EU Agency, EASA is a body governed by European public law; it is distinct from the Community Institutions (Council, Parliament, Commission, etc.) and has its own legal personality. EASA was established by Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91 and was given specific regulatory and executive tasks in the field of civil aviation safety and environmental protection.

### 1.1 Remit

The **European Aviation Safety Agency** is the centrepiece of the European Union's strategy for aviation safety. Its mission is to promote the highest common standards of safety and environmental protection in civil aviation. The Agency develops common safety and environmental rules at the European level. It monitors the implementation of standards through inspections in the Member States and provides the necessary technical expertise, training and research. The Agency works hand in hand with the national authorities which continue to carry out many operational tasks, such as certification of individual aircraft or licensing of pilots.

The main tasks of the Agency currently include:

- Rulemaking: drafting aviation safety legislation and providing technical advice to the European Commission and to the Member States;
- Inspections, training and standardisation programmes to ensure uniform implementation of European aviation safety legislation in all Member States;
- Safety and environmental type-certification of aircraft, engines and parts;
- Approval of aircraft design organisations world-wide as and of production and maintenance organisations outside the EU;
- Authorization of third-country (non EU) operators;

- Coordination of the European Community programme SAFA (Safety Assessment of Foreign Aircraft) regarding the safety of foreign aircraft using Community airports;
- Data collection, analysis and research to improve aviation safety.

## **1.2 Responsibilities**

The main tasks and responsibilities of the Agency as laid down in [Regulation \(EU\) 2018/1139](#) are as follows:

- Assist the European Commission in the preparation of the common safety rules, and in the negotiation of the international aviation safety agreements;
- Issue certification specifications, acceptable means of compliance and guidance material;
- Certify aircraft, engines, propellers, parts and non-installed equipment;
- Approve certain organizations involved in aviation activities both in the EU and abroad;
- Authorize third country airlines to fly into the EU
- Assist the European Commission in monitoring correct application of common aviation safety requirements by EU Member States
- Cooperate with foreign civil aviation authorities, and regional and international organisations alike, in order to enhance aviation safety in Europe and worldwide.

## 2 EASA Organisation Structure

EASA is headed by an [Executive Director](#), currently Mr. Patrick Ky. The work of the Agency is overseen by a [Management Board](#), which represents EU Member States and the European Commission. The Executive Director is also answerable to the European Parliament and the Council of the European Union and since a part of the Agency's budget is derived from the general budget of the European Union, its expenditure remains subject to the normal EU financial checks and procedures.

### Mission

- Ensure the highest common level of safety protection for EU citizens
- Ensure the highest common level of environmental protection
- Single regulatory and certification process among Member States
- Facilitate the internal aviation single market & create a level playing field
- Work with other international aviation organisations & regulators

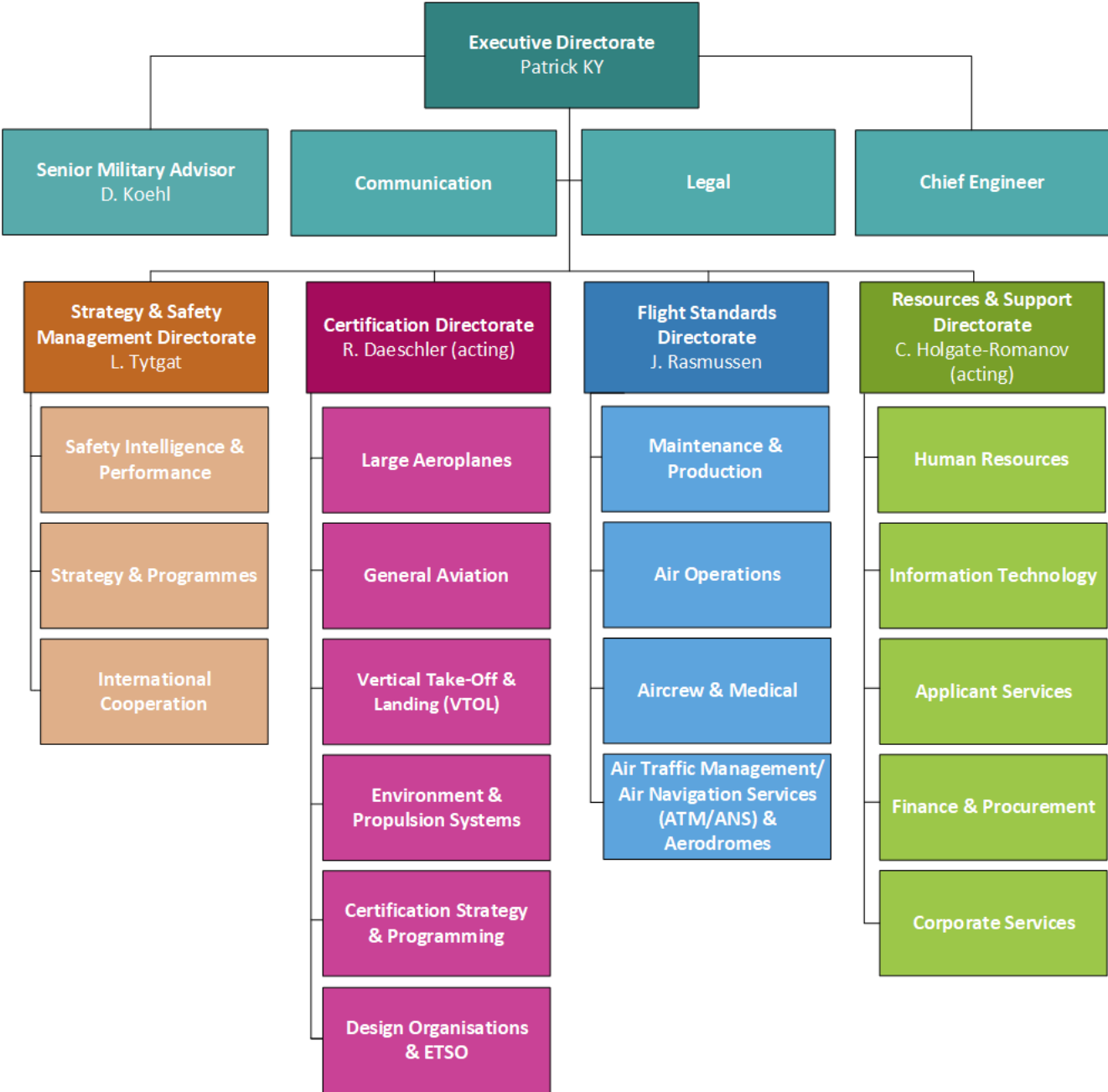
### Tasks

- Draft implementing rules in all fields pertinent to the EASA mission
- Certify & approve products and organisations, in fields where EASA has exclusive competence (e.g. airworthiness)
- Provide oversight and support to Member States in fields where EASA has shared competence (e.g. Air Operations , Air Traffic Management)
- Promote the use of European and worldwide standards
- Cooperate with international actors in order to achieve the highest safety level for EU citizens globally (e.g. EU safety list, Third Country Operators authorisations)

EASA has 4 international permanent representations in Canada (Montreal), USA (Washington), China (Beijing) and Singapore.



**EASA Organisation Structure**



### 3 EASA Rulemaking Process

1	Drafting and adoption of the Rulemaking Programme - EPAS
2	Best Intervention Strategy (BIS)
3	Initiation of the rule development, defining the Terms of Reference and Group Composition
4	The drafting of the Rule
5	Consultation phase
6	Analysis of comments and final review
7	Adoption and Publication of the Opinion and Decision

#### 3.1 Explanation of each stage of the process

##### ***3.1.1 Drafting and adoption of the European Plan for Aviation Safety including the Rulemaking Programme and the Best Intervention Strategy (BIS)***

EASA [MB Decision 18-2015](#) on Rulemaking Procedure specifies a standard rulemaking procedure to be put in place by the Agency.

One of the key elements of Safety Management is managing safety risks, which means identifying hazards, assessing the risks and making decision on the best course of action to mitigate them. Industry organisations and States are also required to do this within the scope of the activities they have to manage. The regional approach complements national approaches offering a more efficient means of discharging States obligations for Safety Management in the EU's aviation system.

At the European level this process is carried out in coordination with States and industry because they are part of one aviation system. It is documented in the European Plan for Aviation Safety (EPAS). The EPAS covers a five year period and is reviewed and updated on a yearly basis by EASA. The EPAS includes the complete set of EASA rulemaking tasks and is organised in four drivers: safety, environment, efficiency/proportionality and level playing field. The Strategy and Programmes Department is responsible for its development.

Safety priorities and concrete actions are based on the safety data and information that is continually gathered and processed at the European level. Main sources for the 2019-2023 edition include the EASA Annual Safety Review, the EASA Standardisation Annual Report, and the Air Traffic Management (ATM) Master Plan. Due consideration is given to the safe integration of new technologies and concepts. Strategic enablers are further developed to include safety promotion and digitalisation. Stakeholders may also raise efficiency or level playing field issues not necessarily linked to safety in the first place. The candidate actions resulting from safety, efficiency and level playing field issues are further assessed. Intervention strategies are then defined to address these issues: the outcome is validated on the basis of Best Intervention Strategy (BIS) reports to support potential inclusion of actions in the EPAS. The implementation of these actions is subject to resource availability and strategic priorities. BIS replaces the former Preliminary Impact Assessment (PIA).

Safety, efficiency and level playing field priorities are aligned with EASA’s strategic plan (included in the Single Programming Document 2019-2023), integrating the input received from stakeholders.



EPAS and BIS are consulted with the Agency’s [Advisory Bodies](#)

ETF has membership of the SAB - Safety Advisory Board and the sub Technical Committees (TECs) and (overarching) Committees (COMs).

## **How to submit a new proposal to be included in EPAS**

A new proposal, such as a new issue or a proposal for a new action to be included in the European Plan for Aviation Safety (EPAS) can be submitted at any moment. For this purpose please use the new [Candidate Issue Form](#). This form is meant to encompass a larger range of proposals for actions, including proposals for new rulemaking tasks/activities as well as the identification of new issues.

## **Assessment of the received proposals and possible outcomes**

The Agency receives new proposals for actions on a continuous basis from a wide range of sources: European Commission's requests, ICAO programme, FAA look A-head programme, the Standardisation Annual Report, Network of Analysts (NoA), Safety Risk Management Process (SRM), internal and external stakeholders.

An initial review of the received Candidate Issues Forms is carried out in order to identify the type of proposal. While the safety related proposals are dealt with through the Safety Risk Management (SRM) process, the non-safety related proposals are subject to an initial review carried out by the operational Directorates (Flight Standards and Certification Directorates). The core data on the Candidate Issues and the outcome of the proposals is recorded in a Candidate Issue Register. Accepted proposals are included in the next edition of the EPAS/RMP after they have been carefully assessed.

The above-mentioned form has been designed to solicit the most information from the proposer, in order to facilitate the assessment of the proposal and further aid in the preparation of the rulemaking documentation once the proposal is accepted onto the Rulemaking Programme.

Please support this process by submitting as much information as you can, including references to any supporting documents. Please note that failure to complete the form in full is not a justification for rejecting the proposal, although it may delay the proposal's acceptance.

### ***3.1.2 Initiation of the rule development by defining the Terms of Reference***

The draft TOR (Terms of Reference) are sent out to the advisory bodies. This includes the SAB and the TEC's and COM's for a commenting period. After consultation with the advisory bodies and any amendments made following the consultation the TOR are ready for adoption by the agency.

At this point nominations from stakeholders with knowledge and expertise on the proposed Rulemaking Task are sort for the creation of the Rulemaking Group, **if this is to be a group task**. There are occasions when the agency feel they have the knowledge and expertise to conduct an internal agency rulemaking task.

Stakeholders involved include Trade Unions e.g. ETF/ECA, Operators, Aerodromes/Airports, ATM, Manufactures, Professionals.

### ***3.1.3 The Drafting of the rules***

The nominated members of the Rulemaking Group attend meetings (usually in Cologne) to work with EASA on the drafting of the rule. Relevant documents are discussed, as stated in the TOR and if required experts can be brought in so scientific and medical evaluations can be carried out.

The number of meetings held will depend upon the complexity of the task and should be defined in the ToR of the rulemaking task.

### ***3.1.4 Consultation phase***

Once the proposed Rule has been drafted EASA issue the NPA (Notice of Proposed Amendment), for public consultation. The consultation is for a nominated period and is open to anyone who would like to make comments. Comments are submitted via the CRT (Comment Response Tool) on the EASA website.

**NB:** There is an internal EASA process for review and approval of the draft rule to be reviewed between the end of the rulemaking group's work and the publication of the NPA. This phase last a few months and does not offer transparency as to what is happening for what reason. Some stakeholders can be associated in this process.

### ***3.1.5 Analysis of comments and final review***

The Agency reviews the comments received and publishes a Comment-Response Document (CRD) as part of the final Opinion or Decision.

The review of the comments received may be supported by a review group, which may consist of the original rulemaking group and/or involve external experts who have not directly participated in the drafting of the NPA.

The review may also be supported by a form of focussed consultation (e.g. workshops, web-events, meeting with affected stakeholders).

The Agency develops CRD (Comment Response Document) based on comments.

The CRD includes:

- summary of the comments received (and of the outcome of the focussed consultation, if any);
- Agency's responses thereto; and
- table of the individual comments received.

Based on the outcome of the consultation and the review of comments, the following documents are produced in the development of an Opinion/Decision:

- Explanatory Note (EN) to ED Decision;
- draft Amending Regulation(s);
- Executive Briefing Note on Decisions and Opinions (to shortly describe the issue and the outcome of the consultation to senior management).

The Opinion/Decision is issued together with the CRD.

The final output of the rule development is the adoption by the ED (Executive Director), who can delegate to RD (Rulemaking Director), of:

- an Opinion, which is submitted to the Commission for further processing; and/or
- an ED Decision for CS, AMC or GM, which is then directly published and is immediately applicable.

Decisions and Opinions issued by the Agency are published in the Agency's Official Publication and additionally on the Agency's website together with an Explanatory Note and, in the case of Opinions, with an updated RIA, if the final text differs significantly from the one that circulated at the beginning of the consultation process.

For the Opinion, after the Agency has published an Opinion, the decision-making process is transferred to the European Commission (and thus is continued outside the Agency's mandate).

**NB:** To inform EASA's opinion, the agency can run focused consultation especially with commenters of the NPA.

### **3.1.6 Adoption and publication**

The EASA issues the Agency **Opinion** (Technical input to European decision making: Draft European Regulations and Draft Implementing Rules, hard law) and **Decision** (Directly applicable non-binding rules, soft law: CS, AMC & GM) to the European Commission for adoption. The decision-making process continues outside of EASA's remit. The responsibility now lies with the European Commission. The decision for adoption or further amendment of the rule will be taken in the comitology procedure.

#### **What is an Opinion?**

An Opinion is a draft of legislation which is sent to the European Commission. It is further processed either by the European legislator (The Council of Ministers and the European Parliament) or the European Commission before the legislation can be enacted and published in the Official Journal of the European Union. Opinions are issued in the case of amendments to the EASA Basic Regulation and its Implementing Rules, or when new Implementing Rules are being established.

#### **What is a Decision (Certification specifications, Acceptable Means of Compliance and Guidance Material) for the application of EU law?**

Agency Decisions do not constitute mandatory requirements; they provide details in order to support implementation of the requirements published in the related regulations. A Decision can be a Certification Specification (CS, including the general AMC-20), an Acceptable Means of Compliance (AMC) to a rule, or Guidance Material (GM) to a rule. These items aim to assist in the implementation of the law and they are frequently referred to as 'soft law'. However, with regard to CS, certificates shall be issued and maintained if they are complied with. Regarding AMC, these provide a means for complying with the rule and, at the same time, allow for flexibility in the way of compliance as alternative means of compliance can be proposed. GM are supportive documents to the rule texts.

#### **Comitology Procedure**

## Implementing acts

Primary responsibility for implementing EU law lies with EU countries. However, in areas where uniform conditions for implementation are needed (taxation, agriculture, the internal market, health and food safety, etc.), the Commission (or exceptionally the Council) adopts an implementing act.

### How are implementing acts adopted?

Before the Commission can adopt an implementing act, it must usually consult a committee in which every EU country is represented.

The committee enables EU countries to oversee the Commission's work as it adopts an implementing act – a procedure referred to in EU jargon as [‘comitology’](#).

As part of the Commission's better regulation agenda, citizens and other stakeholders can provide feedback on the draft text of an implementing act for four weeks before the relevant committee votes to accept or reject it. There are some exceptions, for example, in case of emergency or when citizens and stakeholders have already contributed. More details in the [better regulation toolbox](#).

An overview of the feedback gathered is presented to the committee, and the resulting discussion is included in the summary record, which is published in the [comitology register](#).

[Find out more about the comitology procedure](#)

## Delegated acts

The Commission adopts them on the basis of a delegation granted in the text of an EU law, in this case a legislative act.

The Commission's power to adopt delegated acts is subject to strict limits:

- the delegated act cannot change the essential elements of the law
- the legislative act must define the objectives, content, scope and duration of the delegation of power
- Parliament and Council may revoke the delegation or express objections to the delegated act

### How are delegated acts adopted?

The Commission prepares and adopts delegated acts after consulting [expert groups](#), composed of representatives from each EU country, which meet on a regular or occasional basis.

As part of the Commission's better regulation agenda, citizens and other stakeholders can provide feedback on the draft text of a delegated act during a four-week period. There are some exceptions, for example, in case of emergency or when citizens and stakeholders have already contributed. More details in the [better regulation toolbox](#).



Once the Commission has adopted the act, Parliament and Council generally have two months to formulate any objections. If they do not, the delegated act enters into force.

Adopted acts contain an 'explanatory memorandum' summarising the feedback received and how it was used.

### [Register of Commission expert groups and other similar entities](#)

A new Interinstitutional Register of Delegated Acts was launched in December 2017. It provides a complete view of the lifecycle of delegated acts and allows users to subscribe in order to receive notifications about the files of their interest. The Register is available in all the EU languages.

### [Interinstitutional register of delegated acts](#)

## 4 Rule Making Procedure

### 4.1 Hard Law

EASA assist the European Commission by preparing measures to be taken for the implementation of the Basic Regulation. These 'Implementing Rules' (IR) are then submitted to the Commission for approval. They are legally binding. Each of these IRs is broken down into Annexes (e.g. Part CC, Part FCL, Part MED etc.)

**Hard Law** are European Regulations, Implementing Rules (IR) binding on all Member States. Implementing Rules (IR) are essential safety elements and are part of the Opinion.

### 4.2 Soft Law

The Certification Specifications (CS), Acceptable Means of Compliance (AMC) and Guidance Material (GM) provide details in order to support implementation of the requirements published in the related regulations ("hard law"). They are published in the form of EASA Executive Director Decisions.

Agency Decisions do not constitute mandatory requirements; they provide details in order to support implementation of the requirements published in the related regulations (**IR-hard law**). A Decision can be a Certification Specification (CS), an Acceptable Means of Compliance (AMC), or Guidance Material (GM) to an implementing rule. These items aim to assist in the implementation of the law and they are frequently referred to as 'soft law'. However, with regard to CS, certificates shall be issued and maintained if they are complied with. In the case of FTL CS is linked to the IR and is mandatory.

Regarding AMC, these provide a means for complying with the rule and, at the same time, allow for flexibility in the way of compliance, alternative means of compliance (AltMoC) can be proposed to national aviation authorities. When no AltMoC exist, compliance to AMC is mandatory and monitored through the Guidance Material (GM). GM are supportive documents to the rule texts.

Soft law is included in EASA decisions. Their revision process is entirely in the hands of EASA.

EASA publish a list of approved AltMoC's on their website

<https://www.easa.europa.eu/download/altmoc/AltMoC-list-for-web.pdf>

For deviations to the FTL CS these are also published on the EASA website

<https://www.easa.europa.eu/document-library/regulations/flexibility-provisions/ec-216-2008> .

## 5 Derogations and Deviations

### 5.1 Derogations (from the IRs)

They are applied for by the Member State to the European Commission. It involves a 'political' process which can be lengthy. The notification sent by the Member State to the Commission shall include at least:

- requirements for which the Member State intends to grant a derogation
- reason(s) demonstrating the need to derogate
- identification of the product, part, appliance, person or organisation to which the derogation applies, including a description of the type of operation or activity concerned
- conditions that the Member State has put in place to ensure that an equivalent level of protection is achieved
- assessment and evidence demonstrating that an equivalent level of protection is ensured

Derogation is a provision in an EU legislative measure which allows for all or part of the legal measure to be applied differently, or not at all, to individuals, groups or organisations. In this context, derogation is not a provision excluding application of the legal measure: it is a choice given to allow for greater flexibility in the application of the law, enabling Member States to take into account special circumstances.

Regulation (EU) 2018/1139 (New Basic Regulation)

Article 71 Flexibility Provisions

*Where the exemption referred to in paragraph 1 of this Article was granted for a duration that exceeds eight consecutive months or where a Member State has granted the same exemption repetitively and its total duration exceeds eight months, the Agency shall assess whether the conditions set out in paragraph 1 of this Article have been met and shall issue, within three months from the date of the reception of the last notification referred to in paragraph 1 of this Article, a recommendation to the Commission as regards the outcome of that assessment. The Agency shall include that recommendation in the repository established under Article 74.*

## **5.2 Deviations (from the CSs)**

Deviations are applied for by the Member State to EASA on Certification Specification (CS). When considering a request to deviate from CS the EASA must consider scientific and medical studies and must have 1 month to complete this process.

Basic Regulation requires the Agency to assess individual flight time specification schemes (IFTSS) applications which deviate from the FTL Certification Specifications adopted by the Agency.

The pool of experts to assist the Agency with the assessment of IFTSS has been established with ED Decision 2014/193/E.

The Agency will appoint experts from the pool to participate in a panel of experts once it has received an IFTSS application.

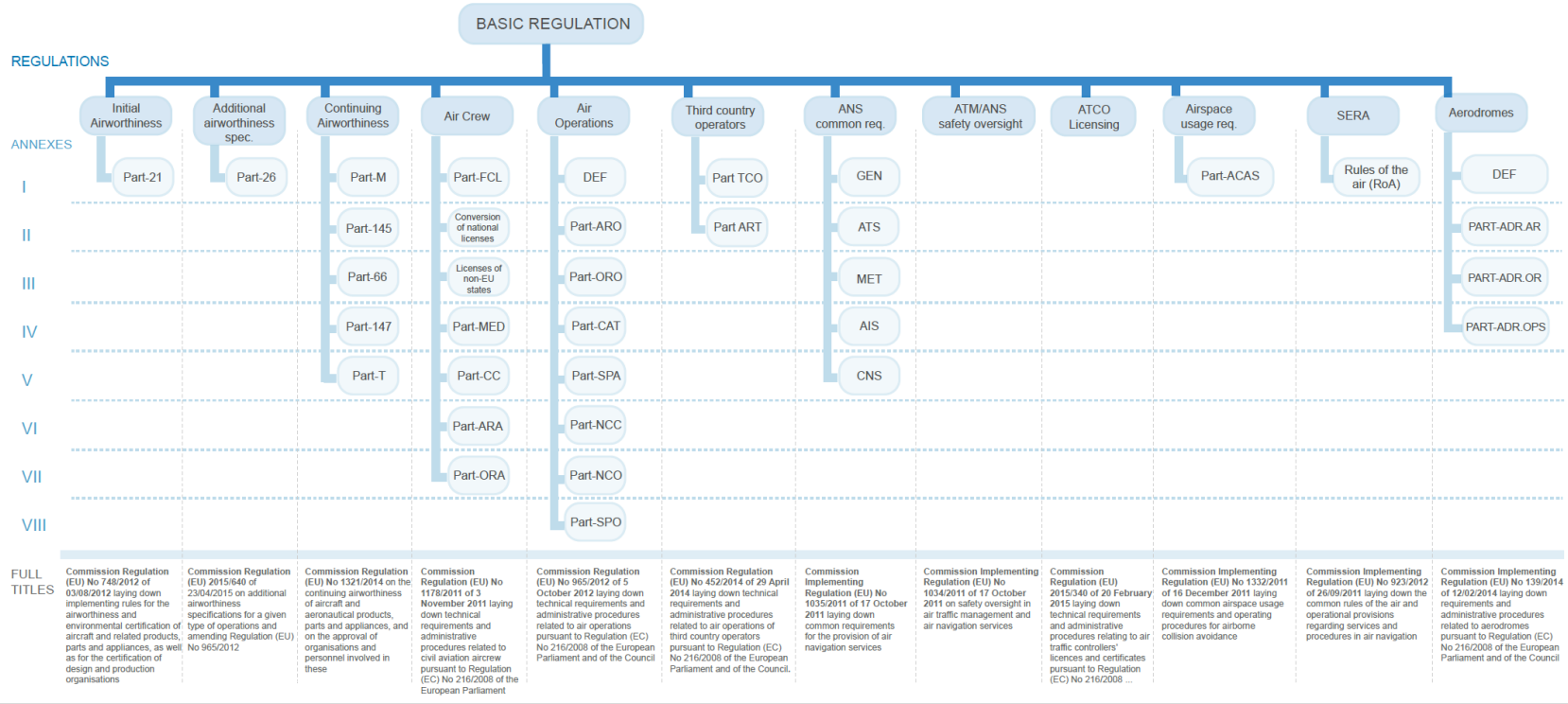
A panel will have a balanced representation of Member States, Operators and Crew associations.

# 6 EASA Regulation Structure

## Regulations Structure

Each Part to each implementing regulation has its own **Acceptable Means of Compliance and Guidance Material (AMC/GM)**. These AMC and GM are amended along with the amendments of the regulations. These AMC/GM are so-called 'soft law' (non-binding rules), and put down in form of EASA Decisions. A comprehensive explanation on AMC in form of questions and answers can be found on the FAQ section of the EASA website.

Furthermore, **Certification Specifications** are also related to the implementing regulations, respectively their parts. Like AMC/GM they are put down as Decisions and are non-binding.



## 7 EASA Bodies

### 7.1 EASA Management Board

The **EASA Management Board** brings together representatives of the Member States and the European Commission. The Management Board is responsible for the definition of the Agency's priorities, the establishment of the budget and for monitoring the Agency's operation.

### 7.2 EASA Advisory Bodies

A large number of proposed Agency actions directly affect the Member States and the Industry. So, called advisory bodies provide the Agency with a forum for consultation of interested parties and national authorities on Agency priorities, both at strategic and technical level. Consultation covers all aspects of the rulemaking process. They also advise the Agency on EU wide safety priorities, strategic and horizontal issues. They are key contributors to the Agency Rulemaking Programme and the European Plan for Aviation Safety.

### 7.3 Stakeholder Advisory Body (SAB)

The **Stakeholders Advisory Body (SAB)** assists the Management Board in its work. It comprises of organisations representing aviation personnel, manufacturers, commercial and general aviation operators, maintenance industry, training organisations and air sports. **ETF is a member of this Board.**

The main functions of the SAB are set out in the MB Decision 20-2015 and in its Rules of Procedure. The Group composition of the SAB plenary is defined in MB Decision 1-2016, whereas those of its Technical Committees (TECs) and (overarching) Committees (COMs) are set-out in Annex I to the Rules of Procedure. To date, the following ten TECs and COMs are mentioned in the Rules of Procedure:

- Aerodromes (ADR.TEC)
- Air Traffic Management/Air Navigation Services (ATMANS.TEC)
- Design & Manufacturing (DM.TEC)
- Engineering & Maintenance (EM.TEC)
- Flight Standards (FS.TEC)
- Certification (C.COM)
- Commercial Airplanes Safety (CAS.COM)
- Drones (D.COM), not yet set up
- General Aviation (GA.TEC)
- Rotorcraft (R.COM)

## **7.4 Member States' Advisory Bodies (MAB)**

### **Member States' Technical Bodies (TeBs)**

The MAB and the TeBs are composed of representatives of the EASA Members States, of selected third countries with working arrangements or specific agreements with the Agency to adopt and apply the [Basic Regulation](#) and its implementing rules, of specific organisation, such as the European Defence Agency (EDA) as well as the European Commission. The main functions of the MAB are set out in the MB Decision 19-2015, whereas those of the TeBs are described in the MAB and TeBs Rules of Procedure. Seven TeBs have been established:

- Aerodromes (ADR TeB);
- Air Traffic Management/Air Navigation Services (ATM ANS TeB);
- Air Crew TeB;
- Air Operations (Air OPS TeB);
- Production and Continuing Airworthiness (P & CA TeB);
- General Aviation (GA TeB)
- Safety Management (SM TeB)

## **7.5 EASA Collaborative Analysis Groups (CAG)**

Specialised CAGs for each of the different aviation domains have recently been established. Membership is drawn from the regulatory and operational communities of each aviation domain. Each CAG is tasked with validating the results of safety analysis.

This improves the identification of safety issues and supports the safety risk assessment process. The work of the CAGs will also be focussed on developing practical solutions to the wide range of safety issues identified in the Safety Risk Portfolios.

- CAT Aeroplane CAG
- Offshore Helicopter CAG
- Balloons CAG
- Human Factors CAG
- Aerodromes/Ground Handling CAG

## 8 Regulatory Oversight

### EU Ramp Inspection Programme

The EU Ramp Inspection Programme is a European Programme regarding the performance of ramp inspections on aircraft used by third country operators (SAFA) or used by operators under the regulatory oversight of another EU Member State (SACA). The Programme is regulated by Commission Regulation (EU) No 965/2012 and it provides for the inspection of aircraft suspected (based on e.g. safety relevant information collected by the Participating States or on regular analysis of the centralised database performed by EASA) of non-compliance with the applicable requirements (either international safety standards or EU standards). Ramp inspections may also be carried out in the absence of any suspicion, in this case a spot-check procedure is being used.

The applicable legal framework of the Programme contains the following:

1. Commission Regulation (EU) No 965/2012 of 5 October 2012;
2. Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO, consolidated version, issue 3, 28 July 2014; and
3. Inspection Instructions on the Categorisation of Ramp Inspection (SAFA/SACA) Findings – INST.RI.01/002 approved on 18 November 2015.

The EU Ramp Inspection Programme has replaced the EU SAFA Programme and has two major components:

- a. SAFA ramp inspections (for third country operators); and
- b. SACA ramp inspections (for community operators – checked against EU standards).



In each Participating State, aircraft of operators under the safety oversight of another Member State or of a third country can be subject to a ramp inspection, chiefly concerned with the aircraft documents and manuals, flight crew licenses, the apparent condition of the aircraft and the presence and condition of mandatory cabin safety equipment. The applicable requirements for these inspections are:

- i. The ICAO international standards for aircraft used by third country operators;
- ii. The relevant EU requirements for aircraft used by operators under the regulatory oversight of another Member State;
- iii. Manufacturers' standards when checking the technical condition of the aircraft; and
- iv. Published national standards (e.g. Aeronautical Information Publications (AIPs)) that are declared applicable to all operators flying to that State.

These checks are carried out in accordance with a procedure which is common to all the Participating States. Their outcome is then subject to reports which also follow a common format.

In case of significant irregularities, the operator and the appropriate Aviation Authority (State of Operator or State of Registry) are contacted in order to arrive at corrective measures to be taken not only with regard to the aircraft inspected, but also with regard to other aircraft which could be concerned in the case of an irregularity which is of a generic nature. All data from the reports as well as supplementary information are shared and centralised in a computerised database set up and managed by EASA.

The main features of the EU Ramp Inspection Programme can be summarised as follows:

- its application by all Participating States – notably all ECAC States (EU Member States, non-EU ECAC States as well as non-EU States that have signed the EASA Working Arrangements);
- the broad dissemination of inspection results through a centralised database;
- its bottom-up approach: the programme is built around ramp inspections of aircraft;
- non-discriminatory approach: obligation for the participating EU Member States, that in addition to third country aircraft, to inspect EU aircraft as well, on the basis of the EU requirements

The 49 Participating States engaged in the EU Ramp Inspections Programme are: *Albania, Armenia, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Republic of Moldova, Monaco, Montenegro,*

*Morocco, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, The Republic of North Macedonia, Turkey, Ukraine, United Arab Emirates and United Kingdom.*

## **Whistleblowing**

EASA provide a Whistleblowing procedure, individuals can report breaches of safety regulations by their Operator or NAA via the confidential safety reporting <https://www.easa.europa.eu/contact-us> with supporting documentary evidence to the Agency. These will be dealt with in strict confidence.

## 9 Acronyms frequently used at the European Aviation Safety Agency

### A

ABIP	Advisory Body of Interested Parties
a/c	Aircraft
AD	Airworthiness Directive
ADO	Approved Design Organisation
ADR.TeB	Aerodromes Technical Bodies (MS)
ADR.TEC	Aerodromes Technical Committee
AGNA	Advisory Group of National Authorities
Air Crew TeB	Air Crew Technical Bodies (MS)
Air OPS TeB	Air Operations Technical Bodies (MS)
a/l	airline
ALT	Altitude
AMC	Acceptable Means of Compliance
A-NPA	Advance Notice of Proposed Amendment
AMO	Approved Maintenance Organisation
AMOSS	Airline Maintenance and Operation Support System
AMT	Approved Maintenance Training
AOC	Air Operator Certificate
A/P	Autopilot
APO	Approved Production Organisation
APU	Auxiliary Power Unit
ARC	Airworthiness Review Certificate
ASL	above sea level
ATC	Air Traffic Control
ATM	Air Traffic Management
ATM ANS TeB	Air Traffic Management/Are Navigation Services Technical Body (MS)
ATMANS.TEC	Air Traffic Management/Air Navigation Services Technical Committee
AWO	All Weather Operations

<b>B</b>	
BEA	Bureau d'Enquêtes Accidents (French equivalent of NTSB)
BR	Basic Regulation

<b>C</b>	
CAG	Collaborative Analysis Groups
CAME	Continuous Airworthiness Maintenance Exposition
CAS.COM	Commercial Airplanes Safety Committee
C.COM	Certification Committee
CF	Certification
CJAA	Central Joint Aviation Authorities
CofA	Certificate of Airworthiness
COM	(European) Commission
CRD	Comment Response Document
CRI	Certification Review Item
CRS	Certificate of Release to Service
CS	Certification Specification
CSP	Certification Standardisation Panel

<b>D</b>	
Db	decibel (acoustic measurement unit)
D.COM	Drones Committee
DG MOVE	Directorate-General for Mobility and Transport (European
DM.TEC	Commission)
	Design and Manufacturing Technical Committee
DOA	Design Organisation Approval
DOE	Design Organisation Exposition

<b>E</b>	
E	Engine

EASA	European Aviation Safety Agency
EC	European Commission
EM.TEC	Engineering and Maintenance Technical Committee
EPA	European Part Approval
EPR	Environmental Protection Requirements
ER	Essential Requirements
ETSO	European Technical Standard Order
ETSOa	European Technical Standard Order authorisation
EU	European Union

## F

FAA	Federal Aviation Administration
FCL	Flight Crew Licensing
FS.TEC	Flight Standards Technical Committee

## G

GA	general aviation
GA TeB	General Aviation Technical Bodies (MS)
GA.TEC	General Aviation Technical Committee
GM	Guidance Material
GMT	Greenwich Mean Time
GPS	Global Positioning System

## I

IPC	Illustrated Parts Catalogue
IR	Implementing Rules

## J

JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements

## K

K	thousand
kHz	kiloHertz
KIAS	Indicated Airspeed in knots
kt	Knots (nautical miles/hour)

## L

LoA	Letter of agreement
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## M

MAB	Member States' Advisory Bodies
MB	Management Board (EASA)
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
MOA	Maintenance Organisation Approval
MOE	Maintenance Organisation Exposition
MoC	Means of Compliance
MOM	Maintenance Organisation Manual (Subpart F)
MSA	Member States Administration
MS	Member State (of the European Union)
MTO(A)	Maintenance Training Organisation (Approval)
MTOE	Maintenance Training Organisation Exposition
MTOP	Maximum Take-Off Power

## N

NAA	National Aviation Authority
NAV	navigation
NPA	Notice of Proposed Amendment

## O

OCP	Organisations Certification Procedure
OEM	Original Equipment Manufacturer
Ops	Operations

**P**

P	Propeller
PAD	Proposed Airworthiness Directive
P&CA TeB	Production and Continuing Airworthiness Technical Bodies (MS)
PCM	Project Certification Manager
PCP	Products Certification Procedure
POA	Production Organisation Approval
POE	Production Organisation Exposition
PPA	Products, parts and appliances

**R**

R.COM	Rotorcraft Committee
RG	Rulemaking
RIA	Regulatory Impact Assessment
RP	Responsible Party
RTA	Request for Technical Advice

**S**

SAB	Stakeholder Advisory Body
SARP	ICAO Standards and Recommended Practices
SM TeB	Safety Management Technical Bodies (MS)
SoD	State of Design
SoR	State of Registry
SSCC	Safety Standards Consultative Committee
STC	Supplemental Type Certificate
STD	Synthetic Training Device
STCH	STC Holder

**T**

TC	Type Certificate
TCH	Type Certificate Holder

TCDS	Type Certificate Data Sheet
TeBs	Member States' Technical Bodies
ToA	Terms of Approval
ToR	Terms of Reference
TVP	Type validation principles

## **U**

UAV	Unmanned Aerial Vehicle
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## **V**

VLA	Very Light Aeroplane
VLR	Very Light Rotorcraft

## **W**

WA	Working Arrangement
WG	Working Group